

OCT 21 1953

MEMORANDUM FOR: CIA Career Service Board

THRU: Executive Secretary

SUBJECT: Report of the Clandestine Services Career Service Board
Activities for the Period 16 September 1953 to
15 October 1953

1. The Clandestine Services Career Service Board held one meeting during the period 16 September 1953 to 15 October 1953.

2. The Board approved the proposed Clandestine Services Instruction regarding the selection for promotion of DD/P career employees from GS-14 to GS-15. This Instruction provides that all GS-14 grades within the Clandestine Services will be considered at one time (every six months) for possible promotion to GS-15.

3. The Board reaffirmed its previous policy regarding the use of career development slots which provides that, "The grades and positions of individuals absent for extended periods will be held for the return of those individuals unless a specific reassignment to another authorized vacancy is made during the period of absence. Double slotting is not authorized to DD/P units for this purpose." The only exception is a situation where a Senior Staff or Area Division can provide acceptable assurance that a vacancy will exist upon completion of the proposed training, and in such case a career development slot may be requested.

4. The Board approved a proposed Clandestine Services Instruction outlining the new responsibilities of the six career service boards within the Clandestine Services. This Instruction has now been published and will become effective 26 October 1953.

5. In addition to the above, the Board reviewed and acted upon a number of personnel actions pertaining to senior personnel within DD/P.

BY DIRECTION OF DD/P:

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cc: Chief of Operations